



## Event Rental Agreement

110 East Main Street, Chattanooga, TN 37408  
(423) 521-4707 [www.hartgallerytn.com](http://www.hartgallerytn.com)

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Event Name \_\_\_\_\_

Requested Date \_\_\_\_\_

Contact Name \_\_\_\_\_

Organization Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

### Agreement for Use of Premises

The Hart Gallery Tennessee and Client hereby agree as follows for the use of the designated areas on the date of \_\_\_\_\_.

### The Event

The reserved area is available to the Client on the specified date(s) from \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM. Any changes to the time of the event must be disclosed and approved by a Hart Gallery representative at least 48 hours prior to the date. All events must end by scheduled time, and it is the Client's responsibility to ensure that all persons leave the premises at the agreed upon time.

### Clean Up

All decorations and food brought in shall be cleaned and removed by end time. Please give yourself time for set-up and clean-up when planning your event. The entire area must be left in the same condition as it was found. Please remove all items brought in for the event by the Client and any vendors. The Hart Gallery Tennessee is not responsible for any items or belongings left behind. The Hart Gallery Tennessee takes responsibility for the following clean-up activities: cleaning the restroom, general sweeping, mopping, and trash disposal.

### Food Service

The Client may self-cater the event or select a caterer of choice. The Hart Gallery Tennessee reserves the right of vendor approval for all caterers and bar service providers. The Client and/or its associated vendors are responsible for kitchen clean up, including but not limited to: cleaning of countertops, floor, and sinks; removal of anything placed in the refrigerator or freezer; placement of rented plates and flatware in the dishwasher. Please leave the kitchen and all appliances belonging to the Hart Gallery in the same condition as they were found.

### Beverage Service

The Tennessee Alcoholic Beverage Commission regulates the sales and service of all alcoholic beverages. The Hart Gallery Tennessee is subject to and will observe the applicable regulations. Therefore, it is a policy that the Hart Gallery will not supply alcoholic beverages to guests.

For private, non-paying events in which guests do not pay for admittance and the general public is not allowed to enter, the state of Tennessee does not require the services of a licensed bartender for the serving of alcoholic beverages or a temporary liquor license. For public events or events requiring payment of a ticket fee by the guests, the Client must retain the services of a licensed bartender for the distribution of alcoholic beverages and obtain an appropriate temporary liquor license from the Tennessee Alcoholic Beverage Commission.

The service of alcoholic beverages to minors is prohibited; therefore, identification must be a requirement for all guests, regardless of whether or not a licensed bartender is employed for the event. The Client or a representative is responsible for insuring that all individuals partaking in alcoholic beverages are of legal drinking age.

### **Restrictions and Guidelines**

Decorations, lights, displays, or exhibits may not be attached to walls, ceilings, columns, windows and/or fixtures with nails, tacks, staples, tape, or any other substance. Liability for damages to the premises will be charged to the client.

Smoking is not allowed inside the Hart Gallery facility. In designated outdoor areas, extinguished cigarette butts must be placed in the proper receptacles.

Anyone exhibiting inappropriate behavior and/or intentionally causing damage to the Hart Gallery Tennessee and its artwork will be asked to leave immediately.

Bubbles, bubble machines, crazy string, glitter, confetti, and fireworks are not allowed inside the Hart Gallery.

All candles must be in glass or solid containers, or approved by a Hart Gallery Tennessee representative.

### **Loss/Damage**

Clients shall be responsible for any loss or damage incurred by the Client, Client's agents, contractors, and guests. The Hart Gallery Tennessee reserves the right to charge the Client for any loss of damage to the premises occasioned by the Client, Client's agents, contractors, and guests.

The Hart Gallery Tennessee encourages the Client to pursue Event Insurance through their personal or corporate insurance company. Event Insurance is available as a rider on most home owner policies at no charge, or is available for individuals for a small fee. If the Client presents



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the Event Insurance at least 30 days prior to the event, the Client will receive a \$50 credit to their event.

### Security

The Hart Gallery will not assume responsibility for damage to or loss of guests' personal items during an event. Guests should be encouraged by the Client to secure their valuables. If security personnel are required for an event, it is the responsibility of the Client.

### Copyright Fees

The Hart Gallery Tennessee has the right to use photographs of events for promotional and marketing purposes.

### Summary of Costs

The Client agrees to pay the agreed rates as outlined in the table below. A 50% deposit is required at the time of booking. The remaining balance is required 24 hours prior to the start of the event.

Service	Agreed Upon Fee
Facility rental	
Table rental/setup/take-down	
Chair rental/setup/take-down	
Linen rental/setup/take-down	
Place setting rental/setup/take-down	
Other Special Services	
<b>Total Costs</b>	

### Cancellation Policy

Cancellations made 2 weeks prior to the event will receive a refund of 50% of the rental deposit. Cancellations made less than 2 weeks prior to the event will forfeit the entire deposit amount. No other cancellation fees will be charged to the Client.

*Please initial that you have read and understand each item.*

\_\_\_\_\_ 1. You hereby assume full responsibility for the conduct of those attending the event and for any misuse or damage of Hart Gallery property or artwork.

\_\_\_\_\_ 2. You hereby agree to indemnify and hold harmless the Hart Gallery from any damages, losses, or claims resulting from or relating to the conduct of the event, including without limitation, any damage to any artwork.



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\_\_\_\_\_ 3. You hereby agree that you shall ensure that all art exhibitions will retain their integrity during the event. You hereby agree that you will take all actions to ensure that the utmost care must be taken at all times by visiting groups to protect the artwork.

\_\_\_\_\_ 4. You agree to submit your program for review by the Hart Gallery at the time of payment of the initial rental deposit.

\_\_\_\_\_ 5. You agree to abide by the regulations set forth by the Tennessee State Alcohol Commission and acquire the necessary licenses and vendors if required to do so for your event.

\_\_\_\_\_ 6. The Hart gallery will be notified in writing at least 25 days in advance of the event if a live band or amplified music is scheduled.

\_\_\_\_\_ 7. You are responsible for returning all Hart Gallery Tennessee equipment and premises to its original condition.

\_\_\_\_\_ 8. You must remove all event food, supplies and/or rental equipment on the same day of the event unless prior arrangements have been made and agreed to in writing by the Hart Gallery Tennessee.

\_\_\_\_\_ 9. You are responsible for cleanup and leaving the Hart Gallery Tennessee as you found it.

\_\_\_\_\_ 10. Smoking is not allowed in the Hart Gallery Tennessee.

\_\_\_\_\_ 11. You agree that this document contains the terms of agreement between you and the Hart Gallery Tennessee with respect to your use of the gallery's facility and is a legally binding agreement and shall be governed and construed in accordance with the laws of Tennessee applicable therein.

\_\_\_\_\_ 12. Cancellation of this event will result in the loss of all or a portion of the rental deposit.

I agree to the terms and conditions that are set by the Hart Gallery Tennessee. This booking will remain tentative, subject to cancellation by the Hart Gallery Tennessee until deposits are received by the facility. Client also understands no additional services will be provided other than what is listed in this agreement. The agreement along with any other attached addendums signed by both parties constitutes the entire agreement of the parties.

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Client)

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_  
(The Hart Gallery)

### Additional Event Information

Deposit Made: \_\_\_\_\_ Check/Cash/Visa/MC  
(Date) (Amount)



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Remainder Balance Paid: \_\_\_\_\_ Check/Cash/Visa/MC  
(Date) (Amount)

### Event Description

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### Special Requests

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### Vendor Contact Information

	Name	Phone	Email
Caterer			
Photographer			
Entertainment			
Event Coordinator			